

Approved minutes of the regular Board of Directors meeting June 15 ,2019

BLUE LAKE SPRINGS HOMEOWNERS' ASSOCIATION MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

1. **Call to order:** 9:05am
2. **Roll Call:** Directors Present: Vice President Denny Clemens, Treasurer Mike McAtee, and Directors Steve Pollack and Dale Ward. President Bruce Utter and Secretary Doug Hjelmhaug attended the meeting via conference phone.
Staff Present: General Manager- Tony Abila, Assistant General Manager- Amber Meyer
3. **Member/Guest Introduction:** Members from the following lot/unit numbers attended the meeting: 142-11, 116-05, 070-09
4. **Member/Guest comments:**
5. **Approval of Minutes of the Regular Board Meeting May 18, 2019 meeting:**
Vice President Clemens motioned to approve the minutes of the Regular Board Meeting held May 18, 2019. Director Ward seconded the motion. The motion passed unanimously.
 - a.) **Approval of the 2018 Annual Meeting minutes**
Vice President Clemens motioned to approve the 2018 Annual Meeting Minutes. Director Ward seconded the motion. The motion passed unanimously.

Presidents Report: President Utter submitted the following report: First, let me thank you for entrusting me with the Presidency of our homeowners' association. It is truly a privilege to be able to make this contribution to the wonderful community that is Blue Lake Springs. Secondly, I want to thank our outgoing Board members Bev Vasquez and Guy Pollak for their contributions over the past three years. Their work and dedication has been invaluable. Third, let me welcome our new Director Dale Ward. Dale has been a regular attendee of our Board meetings in the past and we look forward to his inputs in the future. We will be working to fill out our remaining Board vacancies and Committee assignments in the coming month. Many exciting initiatives begun under outgoing President Mike McAtee's watch will continue. We have contracted with an outside financial services company, Consortium LLC, to provide professional stewardship of our funds. We have also commissioned an asset reserve study which is necessary if we are to proceed to obtain a loan to cover the cost of an expansion of the deck and workout room at the Lodge, expansion of the parking lot, and repair of the culverts beneath the lower tennis courts. Recreation plans for the summer include converting some tennis courts to pickle ball courts, adding a Frisbee golf facility at Fly-in Lake, our annual 4th of July fishing derby, our "Touch a Truck" event, the Cardboard Boat Regatta, and more. I look forward to working with each of you in the coming year.

Regards,

President Bruce Utter

6. **Manager's Report: Manager Abila reported**
 - The Delinquency Report, Payment plan report, Project timeline, Update from Attorneys on litigation appeal, and Letter of Agreement from Architect were included in the Board book for review
 - Russel and Moran property- Sale has been completed

- CID Consortium LLC- Document request for CID is almost completed. Items that have not been finished will be sent the last week of June.
- Disk Golf- Work to correct the issue of the swamp on the backside of the main beach has begun and will be completed by the end of the week. Maintenance staff installed a drain field that has been diverted to the creek that flows from SWCC. Currently waiting on baskets to be delivered. Project should be completed before Fourth of July weekend, depending on the timing of the basket delivery.
- Pool inspection from Calaveras County was conducted on June 12th, report is attached for Board review.
- Development Entry Sign- The entry sign has been refinished with new stain (Thanks to Jimmy Cooke), and a new roof was installed by our Maintenance staff. Waiting on BLSMWC to install water main so planting can be done.
- Sealing Lodge and Fly-In Parking lot- Sealing has been completed
- Lodge Well #2- Cost for well repairs came to \$13,136.00

7. Treasurers Report: N/A

Committee Reports:

8. **A. Finance:** Treasurer McAtee reported the finance committee met, and because the Association is in transition from in-house accounting to transferring to an outside firm, it was difficult to review. The committee will sign off on the required monthly review sheets with the understanding that any unanswered questions will be addressed by CID after the transition.
- A. Summer Recreation:** Summer Recreation Director Judith Andersons report was included in the Board Book.
- B. Events Committee:** n/a
- C. Architectural Review:** 3 sets of plans reviewed (fence, paint, house build)
- D. Facilities/ Long Range Planning:** UPDATE ON BIDS - CULVERTS, PARKING LOT, EXPANSION OF THE DECK AND GYM - Need to review the latest contract. Plans should be received by the July board meeting. The parking lot will need an engineering report.
RESERVE STUDY - Will have the updated report by the next LRPC meeting (7/16/19).
SALE OF PROPERTY AT RUSSELL DRIVE - waiting for the easement to be drawn up. Close of escrow should be approximately 30 days (7/11/19).
UPDATE ON FLY IN LAKE IMPROVEMENTS
1. Dredging the cove and removing cattails- to be completed in September 2019.
 2. Tree Planting - need to determine type of trees and number to be planted. To be done in 2020.
 3. Disc Golf - Equipment is in and should be ready by the July 4th holiday. Par course will be done at the same time.
 4. Picnic table and barbecue should be in by 6/19/19. More tables will be added in 2020.
 5. Installation of weir by dam - in progress.
- UPDATE ON WELL NO. 2 - Repaired and working now.
PICKLE BALL COURTS AT LODGE LAKE - resurfacing and striping of the courts to be done by end of June.

NEW BUSINESS

The playground located outside the gym will be relocated to the lower lawn when the gym facility is expanded.

Plans to add an elevator to the dining room and gym are being explored. Will need to meet ADA requirements. Additional furniture for deck dining will be needed when the deck expansion is completed. Should be included in the 2020 budget.

E. EPPOC: Meeting minutes were included in the Board Book

F. Fire Prevention Program: The months of May and June have been very kind to BLS HOA. Nate's is currently picking up all debris and logs that have been cut down within the past few months. We spoke with Nate Jr. this past week, and he says to call him immediately, if there are property owners who cannot wait for their logs and slash to be removed. You can see Nate Jr. driving around the HOA every day, documenting the properties that need to have debris and logs removed. We have 30 or so CC&R letters waiting for approval to send out. PG&E has declared quite a lot of BLS HOA properties as inaccessible. This is important because PG&E will not be removing any logs nor slash that is on a property that they deem inaccessible. Property owners are still under the assumption that PG&E is coming back for anything that PG&E cut down. They feel as if they did our property owners a favor. They might have done them a favor. However, it will still infuriate property owners who believe that their dead trees, that PG&E cut down, are PG&E's responsibility. We have been telling property owners to send their paperwork, that guarantees removal by PG&E, to the BLS HOA office. In the past year, not one property owner has had the paperwork that guarantees removal of anything. This is how we make them understand that they are the responsible party. We have tried to speak to ACRT and PG&E in the past, but they always tell us to have the property owner call them.

I hope you all see the difference in the HOA. We repeatedly tell the property owners that we are not the HOA police. We are only trying to make sure that every property owner is equally safe and secure. Thank you, Thomas Hein- BLS Fire Prevention Coordinator. **The following report is from Jimmy Cooke:** With all the information that has been sent out to our property owners regarding Cal fire PRC4291 (100 ft. defensible space) around our homes here in Blue Lake Springs, I have noticed a definite improvement in the amount of properties being cleaned prior to the Memorial Day holiday over past years. And it has been continuing this month as well. It is extremely gratifying for me to see this effort.

Maintaining 100 ft. defensible space is required year around by the state of California, even though we conduct inspections annually. The responsibility of the VIP inspectors is to document the condition of your property. Once the inspections have been completed, the information is forwarded to Cal fire. You will be receiving a Cal Fire 100 ft. Defensible Space Inspection Form advising whether your property is Compliant or Non-Compliant. The 1st Property inspections are scheduled to begin July 8. 2nd Inspections scheduled to begin August 6. The Blue Lake Springs Cal fire VIP inspectors are your neighbors. They have volunteered to inspect areas of our subdivision and assess each property according to the guidelines in the Defensible Space Inspection Form. The VIP inspectors are concerned about our community and committed to helping property owners understand the requirements of living in a Tier 3 (extreme wildfire risk area) and how each of us depends on each other for this effort to achieve fire safety to succeed. We are very fortunate that Sequoia Woods CC lets us use their golf carts to do our

inspections. This makes doing the inspection so much easier. It usually takes 2 half days of approximately 4-5 hours each day and then some work at home to process the inspection forms. We have a great team of inspectors and I am grateful to be involved with them. If you are interested in becoming a BLS VIP Cal Fire inspector, please let me know. We are very fortunate that our Blue Lake Springs HOA Board of Directors determined that we need a fire safe coordinator on staff to help our property owners understand the requirements and responsibilities of PRC4291. Thomas Hein is our Fire Safety Coordinator here in Blue Lake Springs. He is accessible. He works at the BLS office Tuesday-Saturday 10am-3pm. His email is vip@blsha.com He has been responding to all emails and arranges to meet with property owners to discuss their concerns regarding 100 ft. defensible space. There is still more work to be done, but that is where Thomas Hein and myself Work hand in hand with our property owners to help them to understand what their responsibilities are and address their questions and concerns. Having a fire safe community is a benefit to all who live here in Blue Lake Springs and in the Ebbetts Pass Corridor. Respectfully submitted, Jimmy Cooke BLS Cal Fire VIP Coordinator

9. **Old Business:** A.) Generator- Pad and electrical lines have been installed and we are awaiting the delivery and install of Lodge Generator. B.) Update on Reserve Study- Management received a list of questions from the Reserve Specialist on components. The list will be completed by the end of the week. C.) Update on asphalt sealing project- completed
10. **New Business:** a.) Review Policy 500-A-10 Collection- Revised policy goes along with the contract with outside Accounting Firm that designates an agent to collect for the HOA. **Director Ward motioned to approve revised policy 500-A-10 Collections. Vice President Clemens seconded the motion. The motion passed unanimously.** b.) Approval Policy 500-A-39 Vendor List- Needed for outside accounting firm. **Vice President Clemens motioned to approve Policy 500-A-39 Vendor List. Director Pollack seconded the motion. The motion passed unanimously.** c.) Approval to transfer \$13,136.00 from Reserve Fund for well repair- **Secretary Hjelmhaug motioned to approve transfer of \$13,136.00 from the Reserve Account for well #2 repair. President Utter seconded the motion. The motion passed unanimously.** D.) Open Board of Directors position- The open position for the Board of Directors seat needs to be advertised to the membership. **Director Pollack motioned to post the open Board Position. Director Ward seconded the motion. The motion passed unanimously.** E.) Approval to change Bank of America accounts to bank used by CID- **Vice President Clemens motioned to change bank accounts to one recommended by CID. Director Ward seconded the motion. The motion passed unanimously.** F.) Update to Policy 500-A-1 Section II Board Committees- Principle change states you will not need to be a Director of the HOA to chair a committee. Some definitions of what some committees actually do were changed as well. **Vice President Clemens motioned to approve changes to Policy 500-A-1 Committees. Director Ward seconded the motion. The motion passed unanimously.**
11. **Correspondence:** n/a
13. **Closed Session:** 10:05am Personnel issues discussed
14. **Open Session:** 10:32am

15. Adjournment: 10:32am

Respectfully submitted: Amber Meyer